

國立臺北大學圖書館空間座位使用要點

National Taipei University Library Guidelines for Space and Seat Use

105 年 6 月 15 日圖書館館務會議通過

Passed at the library affairs meeting on June 15, 2016

106 年 7 月 27 日圖書館館務會議修正通過

Amendment passed in the library affairs meeting on July 27, 2017

111 年 12 月 21 日圖書館館務會議修正通過

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112 年 3 月 14 日圖書館館務會議修正通過

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112 年 6 月 20 日圖書館館務會議修正通過

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112 年 9 月 27 日圖書館館務會議修正通過

Amendment passed in the library affairs meeting on September 27, 2023

- 一、國立臺北大學圖書館（以下簡稱本館）設置自習室、電腦座位、學習空間，為維護讀者使用之權益，特訂定本要點。

The National Taipei University Library (referred to as the “Library”) established these Guidelines to protect the privileges of readers to use study rooms, computer seats, and learning spaces.

- 二、本要點適用之空間座位說明如下：

These Guidelines are applicable to the following spaces and seats:

- (一) 自習室：歐臥室、峽想室、法學 412 自習室。

Study rooms: Dream Room, All Pass Room, study room 412 of College of Law

- (二) 電腦座位：多媒體區、資訊檢索區、學習共享區。

Computer seats: Multimedia Area, Information Retrieval Area and Learning Commons.

- (三) 學習空間：研究小間、討論室、排練室、團體視聽室。

Learning Space: Study Carrels, Discussion Rooms, Rehearsal room, and Group Viewing Room.

三、登記、預約 Registration and reservation：

- (一) 法學 412 自習室採自由入座，其餘本館空間座位採網路預約或現場登記，每人同時段限預約或登記 1 個空間座位。

Study room 412 of the College of Law is open for free seating. Spaces and seats in the Library are only available for online reservation or on-site registration. Each person may only reserve or register one seat for the same time period.

- (二) 網路預約於 14 天前開放（當日除外）；現場登記者請於借用當日至本館登記機檯申請。

Online reservations may be made 14 days in advance (excluding the same day). Readers can apply for on-site registration at the Kiosk in the Library on the same day.

- (三) 電腦座位、學習空間現場登記以一個時段為原則；歐臥室及峽想室可登記當日無人預約之連續時段。

On-site registration for computer seats and study spaces is based on a single time slot.. Dream Room and All Pass Room can be registered for consecutive time slots on the same day if there is no prior registration.

- (四) 電腦座位若下個時段未有預約者，可經由座位電腦於使用結束前 15 分鐘申請「續借」一次，後續若還有使用需求，請重新至機檯登記。

If the next time slot of a computer seat is not reserved by others, the user may apply for “renewal” one time on the computer screen 15 minutes before the time slot ends. If there is further need after the second slot, the user must register at the Kiosk again to continue using the computer seat.

四、報到、取消預約 Check in and cancel reservation：

- (一) 電腦座位報到：請至預約/登記之座位電腦輸入密碼。

Check in for the computer seat: Please enter the password into the computer at the seat you reserved/registered.

- (二) 自習室、學習空間報到：請至預約/登記空間入口門禁感應借閱證。團體視聽室、討論室、排練室須全體預約/登記者皆持證至入口門禁感應方可完成報到手續。

Check in for the study room and learning space: Please place your library card over the sensor at the entrance of the space you have reserved/registered. All people who made reservations/registration must place their library cards over the sensor at the entrance of the Group Viewing Room, Discussion Rooms, or Rehearsal room to complete sign in procedures.

- (三) 取消預約：因故無法到館或預約人數未到齊，須於規定時間內取消預約，逾時未完成報到處以違規記點。團體視聽室、討論室、排練室，須由第一申請人取消預約。

Cancel reservation: If you are unable to arrive at the Library or not everyone in your group has arrived, you must cancel your reservation within the prescribed time limit, otherwise points for violation will be marked for failing to complete sign in. Reservations for Group Viewing Room, Discussion Rooms, and Rehearsal room must be canceled by the first applicant.

五、使用規範 Terms of use：

(一) 共通規範 Common rules

1.個人之圖書資料與貴重物品請自行妥善保管，離開空間座位時請將個人物品攜出，本館不負保管責任。

1.Please keep your personal books, materials and valuable belongings safe, and bring your personal belongings with you when leaving the space or seat. The Library is not responsible for safekeeping.

2.凡有使用逾時或佔位行為，本館得清空使用人物品，以利其他讀者使用，由本館收置之個人物品比照遺失物處理。

2.The Library may remove any personal belongings occupying spaces or seats beyond the time limit, so that other readers may use the space or seat. Personal objects held by the Library will be treated as lost property.

3.本館空間座位僅限觀看「公播版」館藏視聽資料，不得觀看非館藏或「家用版」視聽資料。

3.Only “Public Presentation Edition” audio-visual materials may be watched in the Library’s spaces and seats; audio-visual materials not belonging to the Library or “home edition” audio-visual materials may not be watched.

(二) 電腦使用規範 Terms of computer use

1.以提供檢索及瀏覽線上公用目錄、資料庫或學術網站為主，觀賞館藏影片為輔。

1.Mainly used to search and browse online public access catalogs, databases, or academic websites, and may also be used to watch the Library's audio-visual materials.

2.禁止使用本館電腦設備作為網路交談、瀏覽色情網站、蓄意攻擊工具，或從事侵害智慧財產權及相關法規之不當使用行為。

2.The Library's computers may not be used for chatting online, browsing pornographic websites, malicious attack tools, or inappropriate behavior that infringes on intellectual property rights or violates related laws and regulations.

3.校外人士需依本館規定先行申請上網帳密後，方可使用網路服務。

3.Outsiders must apply for an account and password in accordance with the Library's rules to access internet services.

(三) 學習空間使用規範 Terms of learning space use

1.限本校教職員工生使用，不對外開放，並以學術使用目的為主。

1.Limited to the University's teachers, staff, and students for academic purposes, and not allowed to the public.

2.離開服務空間時請關閉空調、燈具與設備；申請時段使用完畢時，請將場地清理整潔並恢復原狀。若因不當使用行為造成場地或設備污損毀壞，需照價賠償或購置同款型置換。

2.Please turn off the air conditioner, lights, and equipment when leaving learning spaces. After completing use of a time slot, please clean the space and restore it to its original condition. If improper use causes any damage to the space or equipment, the user must compensate the Library according to the cost or purchase the same model as a replacement.

3.禁止飲食、攜入未借用之館藏、擅自遮蔽門窗、搬移館內傢俱入內、使用與學術活動無關之設備或電器等。

3.Users are not allowed to bring food or library materials that were not borrowed inside, covering the doors and windows without permission, moving in furniture of the Library, or using equipment or electric appliances not related to academic activities.

4.如遇清潔整理、清查圖書或緊急情形，館方人員得逕行進入學習空間；必要時得取消當次使用權。

4.Library staff may enter study spaces for cleaning, checking library materials, or in an emergency. The user's privilege to use may be revoked when necessary.

5.如預約或登記連續時段，須於下個登記時段之報到時間內重新於登記空間入口門禁感應證件報到，避免空間被釋出。

5.If a user has reserved or registered consecutive time slots, the user must sign in again by using his/her library card at the door sensor of the space within the sign-in time for the next time slot, so as to prevent the space from being released.

(四) 自習室使用規範 Terms of study room use

1. 禁止佔位、飲食及喧嘩，離席以不超出 1 小時為原則。

1. Users are prohibited from occupying seats, eating, or talking loudly, and in principle may not leave their seat for more than 1 hour.

2. 安靜席位禁止使用筆電、計算機、手機等會干擾旁人之設備。

2. Users are prohibited using laptops, calculators, or mobile phones in quiet study areas.

3. 歐臥室及峽想室請依預約登記座次入座，如欲更換座位，請先取消該登記座次，再使用機檯登記新座次後，重新於入口門禁感應證件報到。

3. Sit in the seat number of the Dream Room and All Pass Room that you reserved or registered. If you want to change seats, first cancel your registration, then use the Kiosk to register a new seat, and then use your library card to sign in again at the door sensor.

六、違規處理 Violations：

(一) 凡六個月內有如下違規記點次數累計達 5 次者，停止空間座位管理系統預約權 30 日。

Users who are found to have made 5 violations within 6 months will not be allowed to make reservations on the Seats & Rooms Reservation System for the following 30 days.

1. 登記、預約未報到：記違規 1 點，並取消該次使用權。

1. Not signing in for registrations and reservations: 1 violation point and cancellation of registrations/reservations.

2. 研究小間未出席次數過多：同一申請時段內未報到日數達 3 日者，記違規 1 點，並取消該次使用權。

2. If the user fails to sign in the Study Carrel 3 days within the using period, 1 violation point and cancellation of registrations/reservations.

3. 未遵守本館相關規定且屢勸不聽者：記違規 2 點，並取消該次使用權。情節重大者，另依校規或相關法令處理之。

3. Not complying with the Library's rules and continuing in spite of repeated admonitions: 2 violation points and cancellation of registrations/reservations. In the event of a severe violation, the situation will be handled in accordance with the university's regulations or related laws and regulations.

- (二) 冒用證件或帳號、性騷擾、偷竊、蓄意毀損等不良行為，或有違智慧財產權或相關法令之行為：停止當次使用權，並停止空間座位使用權(含預約權)6個月。

Fraudulently using the ID card or account of others, sexual harassment, theft, and intentional damage, or conduct that violates intellectual property rights or related laws and regulations: The privilege of using Seats & Rooms Reservation System will be canceled and suspended for 6 months.

七、專案借用 Special Borrowing：

- (一) 本校教師、行政或學術單位為辦理課程、演講等靜態活動，可申請專案借用本館電腦座位及學習空間。

Teachers, staff, or academic units of the university may apply for the special borrowing of computer seats and study spaces in the library for static activities such as courses or lectures.

- (二) 需於 14 日前由本校教職員工填寫申請表，經本館核准後始得入館使用。

Applications must be submitted by university teachers or staff using the application form at least 14 days in advance. Approval from the library is required before access to the facilities is granted.

- (三) 借用核准後，申請人得於活動 3 日前通知本館取消借用或更改。

After approval, the applicant may notify the library of any cancellation or changes to the booking 3 days prior to the scheduled event.

- (四) 如有校外人士或十八歲以下人士，得於核准後，入館當日發予臨時閱覽證俾憑入館，離館當日須繳回臨時閱覽證，逾期未繳回者，處以一日新台幣十元之滯還金，按日累計；遺失賠償依「國立臺北大學圖書館閱覽規則」第三條辦理，並由申請人負擔連帶賠償責任。

In the case of external individuals or those under the age of eighteen, a temporary library card may be issued on the day of approval for entry. The temporary card must be returned on the same day. Failure to return it within the specified time will result in a late fee of NT\$10 per day, cumulative daily. Lost cards will be handled according to the "National Taipei University Library Circulation Regulations," and the applicant is responsible for compensation.

- (五) 申請人及隨同人員須遵守本館相關規定，如有違反或有以下事項，本館得立即中止借用，並暫停該借用單位專案借用場地 1 個月且列為日後申請准駁之依據：

The applicant and accompanying personnel must adhere to the relevant regulations of the library. In case of violations of the following situations, the library reserves the right to immediately suspend the borrowing privileges. The borrowing unit may be suspended from using the venue for one month and may be considered for future application rejection:

1. 違背法令行為或本校相關規定。
1. Violation of laws or regulations of the university.
2. 妨害公共秩序或善良風俗。
2. Disruption of public order or good customs.
3. 堆放雜物、阻礙逃生出入口動線等影響公共安全行為。
3. Acts affecting public safety, such as obstructing escape routes or storing miscellaneous items.
4. 與申請內容不符、進行商業行為或將場地轉讓他人使用。
4. Activities inconsistent with the application, engaging in commercial activities, or transferring the venue to others.
5. 飲食、大聲喧嘩或其他影響本館運作之情事。
5. Eating, making loud noises, or any other actions that disrupt the library's operations.
6. 任意黏貼、拆除或破壞空間裝潢及布置，或未於當日閉館前完成場地復原及清潔。
6. Unauthorized posting, removal, or damage to the space's decorations and arrangements, or failure to restore and clean the venue by the closing time on the same day.
7. 無法於核定時段使用而未事先知會本館。
7. Inability to use the venue during the approved time period without prior notification to the library.

八、館內空間座位以校級、本館活動為優先，如原申請日期與其相抵觸或需緊急使用場地時，本館保有取消該次預約申請之權利，申請人不得異議。

Priority for the use of library space is given to university-level and library-sponsored activities. In the event of a conflict between the approved reservation date and such activities, or in cases of emergency use of the venue, the library reserves the right to cancel the reservation, and the applicant may not raise objections.

九、其他未盡事宜悉依本館相關規定辦理。

Any other matters not covered herein shall be handled in accordance with the relevant regulations of the library.

十、本要點經圖書館館務會議通過後實施，修正時亦同。

These guidelines shall be implemented after being passed at the Library Affairs Meeting, and revisions shall follow the same process.

附表：圖書館各空間座位開放對象、預約/取消規則表

Table: Subjects eligible to use Library spaces and seats, and reservation and cancellation rules

屬性 Property	區域 Area	開放對象 Target Audience	最少預約人次 Minimum number of reservation	14 天前預約 Reservation 14 Days in Advance	當日預約 Same Day Reservation	現場登記 On site Registration	預約時段 Registration Period	取消預約時間 Cancel Reservation	預約保留時間 Hold the reservation	暫離保留時間 Temporary leave
自習座位 Study Room	峽想室 Dream Room	教職員工生 校友	1 人 1 Person	○	○	○	以 1 小時為單位 In units of 1 hour	15 分鐘前 Within 15 minutes	15 分 for 15 minutes	1 小時 1 hour
	歐臥室 All Pass Room	Teachers, Staffs, Students and Alumni								
電腦座位 Computer seats	資訊檢索區 Information Retrieval Area	教職員工生 校友 校外人士	1 人 1 Person	○	X	○	以 2 小時為單位 In units of 2 hour			30 分 30 minutes
	多媒體區 Multimedia Area	教職員工生 校友								
	學習共享區 Learning Commons	Teachers, Staffs, Students and Alumni								

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學習空間 Learning Space	團體視聽室 Group Viewing Room	教職員工生 Teachers, Staffs and Students	4 人 4 Person	○	○	○				
	排練室 Rehearsal Room 討論室 Discussion Room	教職員工生 Teachers, Staffs and Students	3 人 3 Person							
	討論室(小) Discussion Room (Small)	教職員工生 Teachers, Staffs and Students	1 人 1 Person	○	X	○				
	研究小間 Study Carrels	專任教師、研究生 Full-time Teachers and Graduate Students	1 人 1 Person	○	X	○	以日為單位； 單次最多預約 連續 7 日 On a daily basis, a maximum of 7 consecutive per single reservation	申請時段首日開館前 Before the library is opened on the day the time slot was reserved	3 日未報 到即釋 出 Released if absent for 3 days	